



## Supplemental Business License Information

Community Development Department  
100 Civic Plaza, Dublin, CA 94568  
Contact: (925) 833-6610 or [businesslicensehelp@dublin.ca.gov](mailto:businesslicensehelp@dublin.ca.gov)

Persons conducting business in the City of Dublin are required to have a current business license. A fifty dollar (\$50) registration fee is due yearly. The amount is prorated if your business start date is November-September. Businesses exempt from the City business license fee may be required to register their business and pay a four dollar (\$4) state fee.<sup>1</sup> The City business license year is October 1<sup>st</sup> through September 30<sup>th</sup>. *Business license fees are non-refundable.* Business license application forms are available at the Dublin Civic Center, located at 100 Civic Plaza, Dublin, CA 94568, or on the City's website at [www.dublin.ca.gov/businesslicense/application](http://www.dublin.ca.gov/businesslicense/application).

### Business License Fees:

General Business	\$50-year; October 1 <sup>st</sup> - September 30 <sup>th</sup>
Temporary Business (i.e. catering, one-day sale)	\$10 per day; \$50 maximum
CASp Fee - SB1186	\$4 per business license/renewal <sup>2</sup>

### Prorated Fees (business starting November-September):

October	\$50.00	April	\$25.00
November	\$45.83	May	\$20.83
December	\$41.67	June	\$16.67
January	\$37.50	July	\$12.50
February	\$33.33	August	\$8.33
March	\$29.17	September	\$4.17

### Penalty Fees<sup>3</sup>:

One month overdue	\$3.50	Seven months overdue	\$30.30
Two months overdue	\$7.25	Eight months overdue	\$35.92
Three months overdue	\$11.26	Nine months overdue	\$41.93
Four months overdue	\$15.55	Ten months overdue	\$48.37
Five months overdue	\$20.14	Eleven months overdue	\$50.00
Six months overdue	\$25.05		

### Business License Resources:

City of Dublin Planning	(925) 833-6610
City of Dublin Building	(925) 833-6620
City of Dublin Finance	(925) 833-6640
City of Dublin Fire Prevention	(925) 833-6606
Dublin Chamber of Commerce	(925) 828-6200
Department of Consumer Affairs	(800) 952-5210
Federal ID Number	(800) 829-1040
Employer ID Number	(888) 745-3886
Fictitious Business Name   Alameda County Clerk Recorder's Office	(510) 272-6363
Sales Tax Permit/Resale License   Board of Equalization	(510) 622-4100
Solicitor's/Peddler's Permit   Dublin Police Services	(925) 833-6680
State Contractor's License Board	(800) 321-2752

<sup>1</sup> See the Dublin Municipal Code, Section 4.04.060, Exemptions: <http://www.codepublishing.com/CA/Dublin/?Dublin04/Dublin0404.html#4.04.060>.

<sup>2</sup> Senate Bill 1186-Disability access. SB requires the City to collect a four dollar (\$4) state fee for a business license and renewal license, from January 1, 2013 through December 31, 2018. Information about legal obligations and compliance with disability access laws can be found at: The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx); The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov); The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

<sup>3</sup> A 7% penalty fee is compounded monthly and accrues on the 30th day following the due date. The maximum penalty per year is fifty dollars (\$50).

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### Frequently Asked Questions

**1. Which business license application do I fill out?**

- If your business is based out of a Dublin residence, complete the *Home Occupation* business license application. If your business is based out of a commercial tenant space in Dublin, complete the *Commercial* business license application. If your business is based out of a home or commercial space outside the City of Dublin, complete the *Outside City* business license application.

**2. How long does it take to get a business license?**

- After submitting a complete business license application, including payment, it takes approximately six to eight weeks to process. Outside City business license applications are approved the same day. Once approved, a business license certificate will be mailed to the mailing address provided.

**3. Do I need a solicitor's/peddler's permit?**

- Per City Ordinance, if you are traveling by foot, car or any other type of conveyance, place to place or house to house to sell or convey a product, you must register with Dublin Police Services for a solicitor's/peddler's permit. Then you can apply for a business license.

**4. Can I use my business license to do business in another city?**

- Your Dublin business license is for business operations in the City of Dublin only. If you plan to do business in another city, contact that city for licensing requirements.

**5. How do I renew my business license?**

- Renewal invoices are mailed late August of each year. Renewal invoices may be paid in person by cash, check or credit card. Renewals may be paid by mail via check. Checks should be made payable to City of Dublin. Renewal invoices may also be eligible to pay online by credit card. Instructions will be included on your renewal invoice, if this option is available to you. Renewals are to be paid no later than October 30<sup>th</sup>. Renewals paid after October 30 are subject to a penalty fee.

**6. Should I throw away an expired business license certificate?**

- The City mails the original business license certificate and does not keep a copy. You will need your certificate if you want to buy real estate or obtain a loan. The certificate will give evidence of conducting business in Dublin.

**7. Can I get a duplicate copy of my current business license certificate?**

- A hard copy of your current business license certificate is available for a five dollar (\$5) fee or for free by email.

**8. Do I need to notify the City if I make changes to my business?**

- *If your business moves to another location and you are still conducting business in Dublin*, you must submit a new application form and pay a prorated fee based upon the date your business relocated within Dublin. If your business relocated outside of Dublin, submit an Outside City business license application. A five dollar (\$5) fee will be collected to process a new business license certificate.
- *If you are no longer conducting business in Dublin*, send or email a letter to close out your business license.
- *If your business changed ownership*, submit a new application along with proof of new ownership. A five dollar (\$5) fee will be collected to process a new business license certificate.
- *If your business name changes*, submit a new application. A five dollar (\$5) fee will be collected to process a new business license certificate.

**9. How can I find out if a business has a current Dublin business license?**

- Contact the Community Development Department with the business name and address in question.

**10. Can I obtain a listing of businesses in Dublin?**

- A business license report is available for a fifteen dollar (\$15) fee, payable at the time of request. Please allow a minimum of one business day to provide the report. The report will include a business name, business phone number and contact name of the Commercial business in Dublin. In accordance with state law, the City is not authorized to provide certain information about a business, including the owner's home address and phone number. You may also view new businesses on the City's website at [www.dublin.ca.gov/businesslicense/application](http://www.dublin.ca.gov/businesslicense/application). See Related Resources>New Business Report.